Mitchell E. Daniels, Jr., Governor
James W. Payne, Director

Indiana Department of Child Services Program and Services Division
Room W 364, MS 08
402 W. Washington Street
Indianapolis, Indiana 46204-2773
FAX: 317-234-4633
www.in.gov/dcs
Child Support Hotline: 800.840.8757
Child Abuse & Neglect Hotline: 800.800.5556

Dear Applicant: The state provides bi-monthly training orientation sessions to inform those who are interested in opening and operating the following types of facilities: child caring institutions; group homes; licensed child placing agencies; and, private secure facilities.

Training will be HELD AT THE TRAINING CENTER: ROOM W-141
INDIANA GOVERNMENT CENTER SOUTH
402 WEST WASHINGTON STREET
INDIANAPOLIS, IN 46204
Registration is at 9 AM (EST); 9:30 AM (EST) for LCPA
Training runs from 10 AM until 3:30 PM – For Child Caring, Group Home, or Private Secure
Training runs from 1 PM until 3:30 PM – For Licensed Child Placing Agency

Training will be held on the following Wednesdays. Circle the date you wish to attend.
February 2, 2007; April 4, 2007; June 6, 2007; August 1, 2007; October 3, 2007; December 5, 2007

Please complete the information below. **All information must be completed** *with both a valid address and phone number, or your registration* **will not be accepted.**

Mail to: **Residential Licensing Unit**
Attention: Nicki Moore
Department of Child Services
402 W. Washington St.
IGCS Room W-364
Indianapolis, IN 46204

Or you may fax the completed registration to: 317.234.4633. Fax or postmark must be dated 7 business days prior to the class, or you will automatically be placed in the next class. For questions, please call: 317.232.7060

TYPE OF TRAINING REQUESTED
Please circle the type of license that you are interested in: Child Caring Institution; Group Home; Private Secure Facility; Licensed Child Placing Agency.

Name of Facility: _____

Address: _____ **Phone:** _____

City: _____ **State:** _____ **County:** _____ **ZIP:** _____

DUE TO LIMITED SPACE, ONLY TWO (2) PERSONS MAY ATTEND

Persons attending: *Name :*_____ *Title:* _____

*Name :*_____ *Title:* _____

Protecting our children, families and future